

District Library Patrons Who Move Within the County

Patrons requesting a library card from a new home library (i.e. the patron has moved) will be required to resolve any existing charges, notes, or blockages on their existing account. The new home library will contact the “old” home library to inform them of the change in that patron’s home library once any issues have been resolved.

- Check for previous account
- Resolve account with “old library”
- Overwrite (update barcode and home library using edit function) patron account as opposed to creating a new account
- Merging an account is combining two existing records of one person.

When initially reviewing the Evergreen ILL lost item report, the committee recommends that losses over three years old should be written off.

Overriding Patron Type

- Call patron’s Home library before overriding limits on patron type.

Notes vs Alerts

- Alerts are action items and should be used for immediate needs on records.
- Notes should be informational in nature.

(Taken from Sage Circulation Policy, 2023 update)

There may be circumstances (i.e. patron move is very short term) at the discretion of the patron’s new home library to allow a patron to keep their current card longer perhaps until the expiration date. If allowed the new home library will update the current patron record to include a note of the circumstances and notify their former home library.